

# **GUIDELINES FOR DOCTORAL STUDIES**

## **DOCTORAL STUDIES AT THE FACULTY OF ELECTRICAL ENGINEERING AND INFORMATION TECHNOLOGY**



# PHASES OF THE DOCTORATE PROGRAMME

The following four phases of a doctoral examination process are explained in more detail below:

1. Acceptance as a doctoral candidate by the Faculty of Electrical Engineering and Information Technology.
2. Academic work within a chosen topic and preparation of the dissertation
3. Admission to the doctoral programme and doctoral examination
4. Publication of the dissertation and completion of the doctoral examination process

The following chapters describe the individual formal steps that must be followed. The faculty provides information about the doctoral programme on its website <https://etit.ruhr-uni-bochum.de/forschung/promotion/>. You can find all the forms and instructions listed in this guide by clicking on this link.

**The formal basis of the doctoral examination process is the doctoral regulations of the Faculty of Electrical Engineering and Information Technology at the Ruhr-Universität Bochum in the currently valid version (Official Notice No. 1408 of 16 April 2021).**

## 1. ACCEPTANCE AS A DOCTORAL CANDIDATE

### Supervisor:

In order to be able to start a doctoral examination process, you must first find a supervisor for your dissertation. The faculty members defined in the doctoral regulations §7 para. 2 can be consulted for this purpose. In consultation with your primary supervisor you will determine another supervisor – see Doctoral Regulations §7 para. 3. Subsequently, a supervision agreement will be made between the supervisors and you according to Annex 1 to the application for acceptance as a doctoral candidate. If necessary, the supervisor, who is a member of the doctoral board, has to apply for admission of the second supervisor. The Dean's Office [promotion@ei.rub.de](mailto:promotion@ei.rub.de) will be happy to provide you with information on this upon request.

Current job advertisements in the field of research assistants can be found in the Stellenwerk Bochum (job centre Bochum): <https://www.stellenwerk-bochum.de/>

### The doctoral board:

The doctoral board (see also §3 of the Doctoral Regulations) of the faculty shall be responsible for deciding on all questions concerning a doctoral examination process. Further information, meeting dates and submission deadlines can be found here: <https://etit.ruhr-uni-bochum.de/fakultaet/gremien/promotionsausschuss/>

### Application for acceptance as a doctoral candidate:

The application for acceptance as a doctoral candidate (form) must be submitted when starting work as a doctoral candidate. This application is reviewed by the doctoral board of the faculty. **The application for acceptance as a doctoral candidate must be received in full in the Dean's Office at least 14 days before the doctoral board meeting.**

Following the doctoral board meeting, you will be notified by post of acceptance as a doctoral candidate at the faculty with the request to enrol/transfer to the doctoral programme in Electrical Engineering and Information Technology and to provide proof of this to the Dean's Office.

The application consists of the following documents:

- Form: **Application for acceptance as a doctoral candidate**
- **Curriculum vitae** with photo, educational background & professional career (if applicable) (in tabular form)
- **University transcript** (copy) <sup>1</sup>
- **A certificate entitling the holder to study at a German institute of higher education or another authorisation for admission to an institute of higher education**, (copy) <sup>1</sup>
- Form: **Supervision agreement** (Annex 1)
- Form: **Recommendation for establishing requirements** (Annex 2)
- Form, if applicable: **Admission as supervisor or reporter**.

The supervision agreement contains the formulation of the preliminary working title (doctoral thesis) in German and in English. The working title can be adapted in the course of the doctoral examination procedure.

The doctoral degree "Dr.-Ing." or "Ph.D." can be awarded at the faculty. The supervision agreement must indicate which degree is being sought.

All forms must be submitted with original signatures and department stamps.

Further information on this topic can be found in the Doctoral Regulations §6.

<sup>1</sup> Transcripts from abroad must be submitted in certified form (copy of certification is sufficient) in English or German. In addition, the Transcript of Records must be submitted in English or German.

## 2. ACADEMIC WORK AND PREPARATION OF THE DISSERTATION:

After acceptance as a doctoral candidate, the academic work phase commences. The completion of the dissertation demonstrates the ability to conduct independent research in an area of electrical engineering and information technology. Details concerning the general conditions, financial aspects and obligations are agreed upon between the supervisor and the doctoral candidate.

The following criteria must be fulfilled when submitting the thesis:

1. The thesis (DIN A4) contains a cover sheet with the name of the author and the title of the dissertation.
2. The title page of the dissertation (first page after the cover page) contains the following information:
  - Title of the dissertation
  - Text: "Dissertation for the degree of Doctor of Engineering (or Ph.D.) of the Faculty of Electrical Engineering and Information Technology at the Ruhr-Universität Bochum".
  - Name of the author
  - Place of birth
  - Year of publication (year of submission)

**The final version (DIN A5) after review also contains the name of the reporter(s) and the date of the oral examination on the title page.** If necessary, the version can be supplemented by an acknowledgment. Other design formats are subject to personal taste or additional information provided by the supervisor.

# 3. ADMISSION TO THE DOCTORAL EXAMINATION PROCESS

## Application for admission to doctoral examination process:

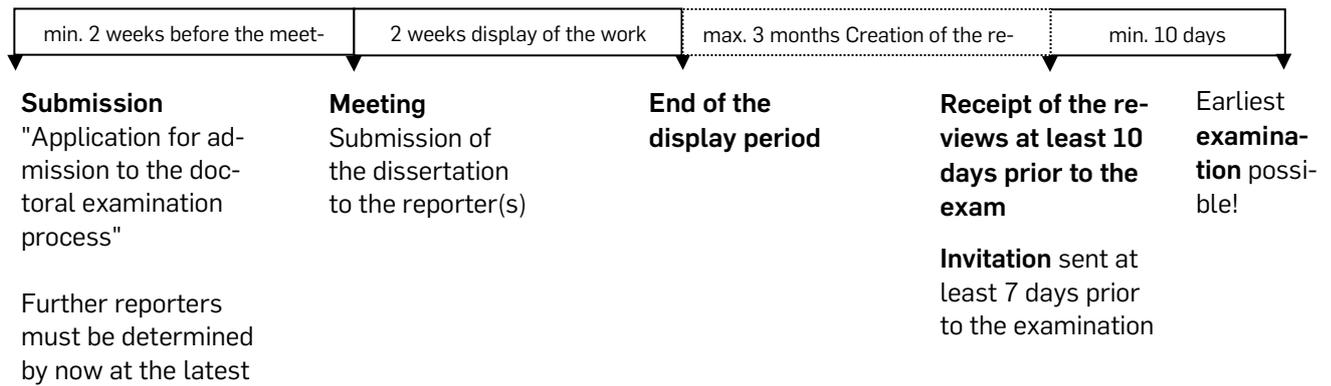
After the supervisor and the doctoral candidate agree that the dissertation has reached the desired content and scope and a written version is available, the application for admission to doctoral examination process is submitted. Before the examination can take place, the procedure must be opened by the doctoral board. **The application for admission to the doctoral examination process must be received in its entirety in the Dean's Office of the Faculty no later than 14 days prior to the doctoral board meeting** and consists of the following documents:

- Form: **Application for admission to the doctoral examination process**
- Form: **Authorized translation**
- Form: **Declaration on oath**
- Form, if applicable: **Declaration of consent for cumulative dissertation** as well as the documents specified in the implementation regulation for the cumulative dissertation
- **Three copies of the dissertation** (bound or stapled) in DIN A4 - in the case of 3 reporters, 4 copies are to be submitted
- **Abstract** of the dissertation in German with title and name of the author (max. one DIN A4 page)
- **Curriculum vitae in tabular form, as well as an overview of own scientific publications and conference participations divided into:**
  - a) Reviewed publications in academic journals (peer-reviewed papers)
  - b) Reviewed conference papers (peer-reviewed conference proceedings)
  - c) Other publications
  - d) List of conference and convention participations
- A digital version of the dissertation, abstract according to point 1, as well as the curriculum vitae incl. list of publications according to point 2, each as PDF files (sent by email to [promotion@ei.rub.de](mailto:promotion@ei.rub.de) or on a USB stick)
- If applicable, a declaration of rejection by the auditorium according to § 9, section 7, during the oral examination.

The **copies** of the dissertation as well as the **data carrier** can be submitted **no later until one day before the doctoral board meeting. In case of a cumulative dissertation, they must be submitted with the application no later until 14 days before the doctoral board meeting.** Please note that the submitted dissertation is the basis for evaluation, but not necessarily published unchanged. The reporters have the possibility to request changes.

Enter the reporters (also called reviewers) on the application for admission to the doctoral examination process. A reporter must be a member of the doctoral board of the faculty. Please first check with this person whether the other reporters for doctoral procedures have already been admitted to the faculty. If not, the reporter, who is a member of the doctoral board, has to apply for the admission of the reporter. The Dean's Office [promotion@ei.rub.de](mailto:promotion@ei.rub.de) will be happy to provide you with information on this upon request.

**If a reporter approval is pending, the submission deadline of 14 days before the doctoral board meeting applies.** The procedure will be opened at the meeting. The reporters are officially appointed and asked to review the submitted work. Officially, the reporters have 3 months to prepare the reviews. The availability of these reviews is a prerequisite for the examination date to be set. As soon as the reviews are available, the dean will set the examination date and the examination board.



### Doctoral examination (§13 Doctoral Regulations):

The examination date as well as a proposal for the composition of the examination board will be communicated to the Dean by the doctoral supervisor. You should coordinate the date with your supervisor as early as possible. You will be informed in writing of the date and the composition of the committee after receipt of the reviews.

The examination board usually consists of the reviewers and three other members of the doctoral board (see §10 para. 2 of the Doctoral Regulations).

The examination lasts 60 to 75 minutes. After the opening of the examination by the chairperson, you will introduce your work in a presentation during the first 20 to 25 minutes. According to the Doctoral Regulations §13 para. 4, the use of technical aids "must be limited to the necessary extent." This regulation is interpreted as follows: "The form and thus the choice of aids should optimally support the content of the presentation. It is up to the candidate to decide how the results of the work are efficiently presented. In the case of electronic presentations, these should be available to the examination committee in paper form." Following the presentation, the examination commission asks questions about the dissertation and other topics related to the dissertation.

After the examination, the commission will retire for deliberation. You will then be notified of the result of the examination by the Chairperson immediately after the consultation. After the examination, you will receive a provisional certificate by mail stating that you have passed the doctoral examination. As a rule, you will receive the certificate approximately 7 days after the examination.

## 4. CONCLUSION OF THE DOCTORAL EXAMINATION PROCESS

### Publication:

Before you can receive the doctoral certificate and thus officially use the title "Dr.-Ing." or "Ph.D", the dissertation must be published **within one year after the examination**. You must first incorporate the required changes to your report/inside.

There are two options for subsequent publication:

1. Publication via a publishing house
2. Publication via the university library

In the first case, you will receive a certificate of publication from the publisher. Together with this certificate and two DIN A5 copies from the publisher, you submit the documents to the university library to receive another certificate. Both certificates and two additional publisher's copies must then be submitted to the Dean's Office.

To publish your dissertation via the university library, please submit two DIN A5 copies of the dissertation and an electronic version of the dissertation to the library. You will receive a certificate, which must be submitted to the Dean's Office with two additional print copies.

**Please make sure to obtain information about the mandatory submission to the university library prior to publication:** <http://www.ub.ruhr-uni-bochum.de/DigiBib/Tauschseiten/Hauptseite.html>

The faculty agrees to submit deposit copies to the university library via document repository (OPUS) or email.

### **Conclusion of the process:**

The following documents must be submitted to the Dean's Office to complete the doctoral examination process:

- **Certificate** of the **publishing house** (only in case 1 – publishing house publication)
- **Certificate** of the **university library** (in any case)
- **Two copies** of the published dissertation in **DIN A5, bound** (if there are colour illustrations, print in colour!)
- One **electronic version** of the published version of the dissertation, abstract and publication list (each as PDF file)
- Form: **Declaration of consent** of the reviewers regarding the print publication (please submit with the original signatures and stamps!)

After you have submitted all necessary documents, you will receive the doctoral certificate at the Dean's Office or by registered mail to your private address.

The Dean's Office is responsible for the organizational process of the doctoral examination process. Please contact Ms. Linda Trogant, ID 1/643, Tel. 0234-32 25023, [promotion@ei.rub.de](mailto:promotion@ei.rub.de).